

**EXECUTIVE OFFICE OF ENVIRONMENTAL AFFAIRS  
OFFICE OF PUBLIC PRIVATE PARTNERSHIPS (OPPP)  
“Fix-it-First” Friends Program**

**HOW YOU CAN BECOME AN OPPP PARTNER**

***Who can be an OPPP partner?***

Partners may be community groups, friends groups, park advocacy groups, corporations, institutions, and dedicated individuals who work collaboratively towards the betterment of the Commonwealth’s environmental, historic and cultural resources. OPPP provides a dollar-for-dollar match for private funding partners for capital projects. Projects must be capital projects on state-owned property under the authority of an EOEa agency. The OPPP program cannot match in-kind contributions. OPPP’s goal is to enhance the public’s park experience through ongoing partnerships that do not infringe on public use.

***What are the steps to becoming an OPPP partner?***

**Step 1: Identify your proposed project early.**

- The OPPP project and funding cycle follow the Commonwealth’s fiscal year which begins on July 1<sup>st</sup> and ends on June 30<sup>th</sup> of the following year. Projects should be conceptualized early in the fiscal year and in most cases, must be completed by the end of that same fiscal year.

**Step 2: Initiate a conversation with a representative of the EOEa agency in which your project is located.**

- If the property and project are within any EOEa agency other than the Department of Conservation and Recreation (DCR), please contact Betsy Shure Gross, Executive Director of the Office of Public Private Partnerships, at 617-626-1117 or [betsy.shuregross@state.ma.us](mailto:betsy.shuregross@state.ma.us)
- If the property and project are within the Department of Conservation and Recreation (DCR), contact Margie Lynch, Director of Partnerships, at 617-626-1315 or [margie.lynch@state.ma.us](mailto:margie.lynch@state.ma.us)

**Step 3: Review project details with the agency representative, submit a proposal, and seek agency support.**

- During the initial discussion with agency staff (in person, on the telephone, or in writing), share information about your organization, one or more project concept ideas, and the funds you or your organization are prepared to provide for the project.

**Step 4: Complete an OPPP Matching Funds Application.**

- Download an application [click here](#). Contact the agency representative with questions.
- Provide the requested information, including a description of the partner proposed project and budget if available.

**Step 5: Submit the OPPP Matching Funds Application by September 15, 2006.**

- Applications are due by September 15, 2006. However, OPPP strongly encourages earlier submission to facilitate review.
- Applications may be mailed, emailed or faxed using the contact information below:  
Ethel Woodard, Office of Public Private Partnerships, Executive Office of Environmental Affairs, 100 Cambridge Street, Suite 900, Boston, MA 02114.  
[ethel.woodard@state.ma.us](mailto:ethel.woodard@state.ma.us), 617-626-4917 (telephone), 617-626-1027 (fax)

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**Step 6: Project approval from OPPP.**

- Applications will be reviewed by a team of agency staff who will be involved with the proposal, if approved.
- By October 27, 2006 OPPP will issue a Letter of Approval or a Letter of Non-Approval to the applicant.

**Step 7: Submit project funds to OPPP by December 1, 2006.**

- Partner funds must be deposited in a state trust account by December 1, 2006, instructions regarding submitting your funds will be included in your project approval package.
- An early deposit of partner funds increases the likelihood that project work will begin more quickly. Please deposit your funds as soon as they are available.

**Step 8: Work closely with agency staff**

- Projects will be managed by agency staff pursuant to all applicable state laws.
- The project will be assigned a project manager at the partner agency, and the project manager will work with you to implement the project.
- The project manager may request meetings with you and other partners, as well as other parties whose input is necessary to carry out the project.

**Step 9: Celebrate the OPPP Partnership between the Citizens of the Commonwealth and project partners.**